



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
NEW JERSEY BOARD OF NURSING
124 HALSEY STREET, 6TH FLOOR, NEWARK, NJ
www.nj.gov/lps/ca

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JAMES E. MCGREEVEY
Governor

DAVID SAMSON
Attorney General

RENI ERDOS
Director

Mailing Address:
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430

Dear Health Care Service Firm:

As you may already know, New Jersey law (N.J.S.A. 45:11-24.3 et seq.) requires that every person who applies to become certified as a homemaker-home health aide **MUST** undergo a Criminal History Background Check. An important part of this process is the recording of each applicant's fingerprints.

Beginning on September 1, 2002, for all homemaker-home health aide applicants, the Division of Consumer Affairs will be using the Live-Scan Fingerprinting Service provided by Sagem Morpho, Inc., a private company under contract with the state. This new procedure applies to first-time applicants for certification as a homemaker-home health aide.

Applications for certification as a homemaker-home health aide will no longer require the submission of finger-print cards; rather, upon notification from the board, homemaker-home health aide applicants or the health care service firms that will employ them will be required to call Sagem Morpho directly to schedule an appointment to be fingerprinted. The revised application packets are available from the Board of Nursing.

If an applicant has already had his or her fingerprints recorded in the traditional manner, the cards produced during that session will be accepted by the Board of Nursing as part of the application package during a 30-day grace period following the initiation of the new Live-Scan program.

Sagem Morpho is required to schedule a finger-printing session within seven business days of a request by an applicant or a health care service firm, and the session will be conducted no farther than 20 miles from the applicant's home or place of employment.

If your firm or the applicant experiences any problems when scheduling an appointment with Sagem Morpho, the Criminal History Review Unit should be contacted by telephone at 609-826-7184 or via the Internet at www.nj.gov/lps/ca/chr.htm.

At the time the applicant or the health care service firm makes the appointment with Sagem Morpho, the company's operator will ask for the applicant's identifying information, some of which is supplied on a form sent to each applicant with a letter similar to this one. It is important that the applicant or firm have this information handy when calling Sagem Morpho for an appointment. It is very important that the applicant understand that for any item left blank on the form supplied by the Board of Nursing, the applicant must supply the required information in the space provided. A sample of the letter which will be sent to applicants is attached for your information.

Applicants must also bring the form with them to show to the fingerprint technician when having their fingerprints scanned. In addition to the form sent to every applicant, the applicant must bring a money order or certified check for \$14.00 (made payable to Sagem Morpho Inc.) and two types of identification, one of which must be a government-issued identification with a photograph. A passport or a driver's license with a photograph will meet this requirement.

In the near future you will receive detailed information regarding this new procedure. Once Sagem Morpho records an applicant's fingerprints using the Live-Scan procedure, the applicant will not need to have his or her fingerprints recorded again when the certification is due to be renewed.

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